

December 9, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY INFORMATION NOTICE NO. I-78-22

This All County Information Notice provides updated information to County Welfare Departments (CWDs) regarding the Employment Development Department (EDD) Base Wage Data File Match Agreement requirements, data transfer processes and allowable use of recipient matched data.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

December 9, 2022

ALL COUNTY INFORMATION NOTICE NO. I-78-22

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CONSORTIA PROJECT MANAGERS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL COUNTY CALFRESH COORDINATORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY EXPANDED SUBSIDIZED EMPLOYMENT
COORDINATORS

SUBJECT: **ACCESS TO CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CALWORKS), CALFRESH AND
GENERAL ASSISTANCE/GENERAL RELIEF (GA/GR)
RECIPIENT EMPLOYMENT DEVELOPMENT DEPARTMENT
(EDD) BASE WAGE DATA.**

REFERENCE: [ASSEMBLY BILL \(AB\) 74](#) (CHAPTER 47, STATUTES OF 2013)
ALL COUNTY INFORMATION NOTICE, [ACIN NO I-62-18](#); AND
MANUAL OF POLICIES AND PROCEDURES [\(MPP\) DIVISION 19](#).

This letter provides updated information to the County Welfare Departments (CWDs) regarding the Employment Development Department (EDD) Base Wage data file match requirements, data file transfer processes, and allowable use of recipient matched data. Base wage data provides participating counties with a more robust ability to measure and understand the labor market participation of its California Work Opportunity and Responsibility to Kids (CalWORKs), CalFresh and General Assistance/General Relief (GA/GR) recipients, and allows greater capacity to conduct meaningful evaluations of the long-term effects of employment services provided to recipients.

EXISTING CDSS AND EDD AGREEMENT

The California Department of Social Services (CDSS) has a formal agreement with the EDD to obtain abstract base wage data. This data is matched against individuals who are identified as current and/or former public assistance program recipients in

CalWORKs, CalFresh or GA/GR. Unemployment Insurance (UI) benefit payment history is also available upon special request. When these data are matched, the CDSS then has the ability to produce aggregate or summary level frequency distributions; access tables and complex statistical analyses for internal research; develop budgets; monitor program performance, conduct program evaluations, and facilitate continuous quality improvement in service delivery; and carry out special, mandated, or other evaluation and outcome mandates such as the California CalWORKs Outcomes and Accountability Review (Cal-OAR).

COUNTY AGREEMENT PROCESS

An executed zero-dollar agreement (hereafter “Agreement”) is required between the CDSS and each county in order to receive access to the county public assistance recipient data matched to the EDD’s base wage data. The Agreement includes the CDSS’s terms and conditions, the EDD’s confidentiality agreement, and the formal Agreement between the CDSS and the EDD. Compliance with the CDSS [MPP Division 19](#), Confidentiality of Information is also required.

By executing an Agreement with the CDSS, the CWD may use the base wage data for county specific evaluations and outcomes. Any public reports or publications generated using the base wage data must be approved by the CDSS 90 days before publication. The CDSS will facilitate approval by the EDD. All data must be reported in aggregate to protect client privacy, and under no circumstance should individual client data be released or used to contact an individual person(s).

Any CWD that would like to utilize these services and enter into an Agreement with the CDSS must accept all terms and conditions set forth in the entire Agreement. When a CWD expresses an interest in entering into an Agreement, all contractual documents containing the terms and conditions, with which the CWD must adhere, will be provided.

Agreement execution timelines vary, but all agreements end when the CDSS and EDD Agreement terminates on June 30, 2025. The CWDs are bound by the terms of the Agreement, unless the CWD submits written notification to the CDSS terminating the Agreement before that date.

USER ACCESS, SUBMITTAL TIMELINE, AND FILE FORMAT

The following processes will allow the CDSS and the EDD to match county-level public assistance recipient data to state-level base wage data. The EDD will perform a search match of current and/or former public assistance program recipient identifiers (date of birth [DOB] and social security number [SSN]) provided through the CDSS. On positive matches, the EDD will provide the CDSS base wage data files containing current and archive wage abstracts, and current and archived UI payment histories upon special request.

User Access

When the Agreement is executed, the county will be contacted to set up their account access and provided the forms discussed below. Before client data can be provided by counties for the base wage data file match, access to the [CDSS Secure Automated File Exchange \(SAFE\) site](#), also referred to as the Secure File Transfer (SFT), must be granted by the CDSS. Each CWD is only allowed to have **two users** for the base wage data file match process. To obtain access, the CDSS SAFE (SFT) Access Request (GEN 1395) form must be completed and approved for each user. Sections 1, 2, and 3 of the GEN 1395 form must be filled in correctly for timely access. Note: The Business Manager Signature is for CDSS use only.

- Complete Section 1 by checking the “New Access” box and entering the [county name and corresponding two-digit county code](#).
- Complete all of Section 2, including your first and last name, email address, and phone number.
- In Section 3, the user will sign and date the form and have their supervisor sign and date the form. Electronic signatures are acceptable.
- The SAFE site users must sign the EDD’s confidentiality agreement. All county staff who will be using the personally identifiable client information are required to have a completed EDD Confidentiality form on file with the CDSS even if those workers do not have access to the base wage SAFE site.

After receipt of the GEN 1395 and the EDD confidentiality agreement, the CDSS will process the user’s application for SAFE access. The user will be notified by the SAFE Site Administrator via email when the account is ready for use. The notification email contains the [SAFE site link](#), username and temporary password. Users will be prompted to change the temporary password at first login.

To change or modify the users for the SAFE site, the CWDs also use the GEN 1395 form. Please notify the CDSS as soon as possible upon staff changes and at any time staff no longer need access to the SAFE site.

Submittal Timelines

The data match occurs semiannually, generally in April and in October. A reminder email will be sent approximately three weeks prior to processing the data match to the approved SAFE site users. The CWDs will upload their recipient data file to the SAFE site. The CDSS will aggregate with all other participating counties’ data and send to the EDD.

The EDD will send the base wage data file match back to the CDSS where the data will be separated out by county. The CWD’s matched base wage file will be available for download from the SAFE site approximately three weeks later.

Each semiannual base wage data file match provides quarterly wage earnings for the previous six (6) quarters for all public assistance recipients in the respective county, 16 years or older, who received at least one month of public assistance in that county.

NOTE: If a file upload date is missed by the county, no information will be provided for that base wage data file match occurrence, and the CWD will need to wait until the next base wage data file match is performed again in six months.

File Format

To utilize the base wage data file match, counties must upload the required information via the SAFE site portal by following the SAFE protocol. Counties must use their county code within file names so that the data file source is easily identifiable.

File names must adhere to the following nomenclature: bwccmmyy, i.e. BW341022

bw = base wage

cc = two-digit county code

mmyy = month (04 or 10 depending on relevant semiannual upload period) and year

TWO-DIGIT COUNTY CODES

01	Alameda
02	Alpine
03	Amador
04	Butte
05	Calaveras
06	Colusa
07	Contra Costa
08	Del Norte
09	El Dorado
10	Fresno
11	Glenn
12	Humboldt
13	Imperial
14	Inyo
15	Kern
16	Kings
17	Lake
18	Lassen
19	Los Angeles
20	Madera

21	Marin
22	Mariposa
23	Mendocino
24	Merced
25	Modoc
26	Mono
27	Monterey
28	Napa
29	Nevada
30	Orange
31	Placer
32	Plumas
33	Riverside
34	Sacramento
35	San Benito
36	San Bernardino
37	San Diego
38	San Francisco
39	San Joaquin
40	San Luis Obispo

41	San Mateo
42	Santa Barbara
43	Santa Clara
44	Santa Cruz
45	Shasta
46	Sierra
47	Siskiyou
48	Solano
49	Sonoma
50	Stanislaus
51	Sutter
52	Tehama
53	Trinity
54	Tulare
55	Tuolumne
56	Ventura
57	Yolo
58	Yuba

The preferred format for data within the upload file is comma separated value (.csv), and should have no headers, or leading or trailing spaces. Leading zeros are

acceptable if they are part of an SSN or DOB that begins with a zero. Data cells should be formatted to “text” so as to preserve leading zeroes.

There are only two data elements – DOB and SSN. The DOB is formatted as monthdayyear without spaces or slashes and the SSN is formatted without spaces or dashes.

Example: 01312010,033557777

It is critical that all formatting requirements be strictly adhered to for the CDSS to be able to match public assistance recipient-level data to base wage client-level data.

Sometimes when saving the report, fields may change to a default format. It is recommended that CWDs turn off automatic formatting (specifically in Excel) when building and saving their report or thoroughly check report entries to ensure that they are in the required format before uploading.

Data in the uploaded county file is evaluated on a record-by-record basis. If there is an error with an individual record, that record will be rejected, but processing of the file will continue. No revised files will be accepted. **CWDs must NOT send base wage file data via email for privacy and security reasons.**

Base Wage and Cal-OAR

As a reminder, base wage data is matched against individuals who are identified as current and/or former public assistance program recipients in CalWORKs, CalFresh, or GA/GR in the file provided by the county, and by uploaded base wage SAFE site semiannually. **The Cal-OAR uses EDD base wage data for CalWORKs participants only. The EDD data for a county’s CalWORKs recipients is used to fit into the parameters of the Cal-OAR measures related to employment.** While a county can still participate in Cal-OAR measures and receive the data, in order for a county to obtain the **client level data** as it relates to their Cal-OAR employment measures, the county must also have a current Agreement with the CDSS for the EDD base wage data. Please contact your [Cal-OAR county contact](#) for more information about the Cal-OAR measures related to employment for your county.

Program Contacts

The Agreement is processed through the CalWORKs Employment Bureau for all programs (CalWORKs, CalFresh, or GA/GR). To begin the Agreement process with the CDSS email the CalWORKs Engagement Bureau at CWEngagementPolicy@dss.ca.gov to be forwarded to the contract analyst. When the Agreement has been executed, the county will be contacted to set up the maximum of two SAFE users.

If you have any questions or need additional guidance regarding the information in this letter, contact the CalWORKs and Family Resilience Branch, CalWORKs Engagement Bureau at (916) 654-2137 or at CWEngagementPolicy@dss.ca.gov, including "Base Wage Data File Match" in the subject line of the correspondence.

Sincerely,

Original Document Signed By

ELIZABETH GRIFFITH, Branch Chief (Acting)
CalWORKs and Family Resilience Branch
Family Engagement and Empowerment Division